

**Texas Education Agency  
Standard Application System (SAS)**

**2014-2016 Technology Lending Program Grant**

<b>Program authority:</b>	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	<b>FOR TEA USE ONLY</b> <small>Write NOGA ID here:</small>
<b>Grant period:</b>	October 1, 2014, to August 31, 2016	<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">             Received Texas Education Agency           </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">             May 12 PM 1:29              Technology Lending Program           </div> </div>
<b>Application deadline:</b>	5:00 p.m. Central Time, May 13, 2014	
<b>Submittal information:</b>	<b>Four</b> complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address: <div style="text-align: center;">             Document Control Center, Division of Grants Administration              Texas Education Agency              1701 North Congress Ave              Austin TX 78701-1494           </div>	
<b>Contact information:</b>	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

**Schedule #1—General Information**

**Part 1: Applicant Information**

Organization name	County-District #	Campus name/#	Amendment #
Millsap ISD	184904	Millsap High School	
Vendor ID #	ESC Region #	US Congressional District #	DUNS #
193518412	11	TX021	1935184120000
Mailing address		City	State ZIP Code
201 E Brazos St		Millsap	TX 76066

**Primary Contact**

First name	M.I.	Last name	Title
Lois		Johnson	Federal Program Director
Telephone #	Email address		FAX #
940-682-3105	ljohnson@millsapisd.net		940-682-4476

**Secondary Contact**

First name	M.I.	Last name	Title
David		Belding	Superintendent
Telephone #	Email address		FAX #
940-682-3101	dbelding@millsapisd.net		940-682-4476

**Part 2: Certification and Incorporation**

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

**Authorized Official:**

First name	M.I.	Last name	Title
David		Belding	Superintendent
Telephone #	Email address		FAX #
940-682-3101	dbelding@millsapisd.net		940-682-4476
Signature (blue ink preferred)		Date signed	

5/8/14

Only the legally responsible party may sign this application.

701-14-107-119

**Schedule #1—General Information (cont.)**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Part 3: Schedules Required for New or Amended Applications**

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Required Attachments and Provisions and Assurances	<input checked="" type="checkbox"/>	N/A
4	Request for Amendment	N/A	<input checked="" type="checkbox"/>
5	Program Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Program Budget Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Professional and Contracted Services (6200)	<input type="checkbox"/>	<input type="checkbox"/>
9	Supplies and Materials (6300)	<input type="checkbox"/>	<input type="checkbox"/>
10	Other Operating Costs (6400)	<input type="checkbox"/>	<input type="checkbox"/>
11	Capital Outlay (6600/15XX)	<input type="checkbox"/>	<input type="checkbox"/>
12	Demographics and Participants to Be Served with Grant Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Project Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Responses to Statutory Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Responses to TEA Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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**Schedule #2—Required Attachments and Provisions and Assurances**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Part 1: Required Attachments**

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		
#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
No program-related attachments are required for this grant.		

**Part 2: Acceptance and Compliance**

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.

**Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.**

X	Acceptance and Compliance
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the General and Fiscal Guidelines.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with the program guidelines for this grant.
<input checked="" type="checkbox"/>	I certify my acceptance of and compliance with all General Provisions and Assurances requirements.
<input checked="" type="checkbox"/>	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all Debarment and Suspension Certification requirements.

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**Schedule #2—Required Attachments and Provisions and Assurances**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Part 3: Program-Specific Provisions and Assurances**☒ I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the application is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-February 1, 2015), and that 100% of the funds will be expended no later than the end of the 1 <sup>st</sup> year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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**Schedule #5—Program Executive Summary**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

The Millsap Independent School District is a rural school district located fifteen (15) miles west of Weatherford and nine (9) miles east of Mineral Wells. The Brazos River borders the district on the southwest boundary. There are 124 square miles in the Millsap School District and is the third largest district by square miles, in Parker County. Millsap community has a population of approximately 450 residents and the Millsap ISD population is approximately 820 students. Due to the sprawling area of the district, it is becoming more important than ever for Millsap ISD to continually work to mitigate inequality of curricula and experiences, by creating a technology-enriched environment that will allow additional learning opportunities for our students at school and home.

Millsap ISD has 3 campuses and at the present time has an enrollment of 45% economically disadvantaged students. Our current technology access shows a definite need at a student to computer ratio of 5:1. One of our goals in our current technology plan to reduce that amount to 1:1. Currently, three, class sets of I- Pad tablets are available for high school students to use as needed in class. Only a very limited number of laptops are available for check out to use at home. MISD's goal is to have a laptop or tablet for every student to check out for use with digital curriculum. However, without additional funding, implementing the MHS technology plan will be delayed. MISD technology plan and policy supports the use of technology at school, in the afterschool program and at home. A process for check in and out is in place with use agreements; insurance agreements, acceptable use policy and other pertinent documents for the Technology Lending Program. It is our desire to move forward to integrate digital learning throughout all disciplines.

When awarded, grant funding will be used to provide laptops for students enrolled in dual credit courses, and tablets to our students enrolled in Advanced Placement courses in Math, Science and English. The goal is to provide 1:1 ratio, to reach students in a more effective manner by providing digital tools and resources 24 hours a day, 7 days a week. Students enrolled in the above mentioned courses would have additional tools and opportunities to hone self-directed learning skills, enrichment, and develop attitudes that allow them be ready for college or a career.

The Technology Lending Program for Millsap High School AP and Dual Credit Students will be structured to enhance and supplement the current technology program and will:

1. Provide dedicated access (1:1) to laptops and or tablets for students enrolled in Dual Credit courses and Advanced Placement courses in grades 10 and 12.
2. Provide access to digital learning resources 24/7 for students enrolled in Dual Credit and Advanced Placement courses.
3. Provide access to specific supplemental applications, programs and instructional tools as assigned by the course instructor/teacher.
4. Allow teachers to create and support innovative, flexible and responsive technology rich environments for teaching, learning and data mining.
5. Allow students to be active participants while taking responsibility for independent learning opportunities offered through technology.
6. Provide opportunity for students, who do not have a personal computer, to participate in dual credit courses. Thus, mitigating inequality to college credit courses for our lower income high school students.
7. Provide a wider access to wireless connectivity.
8. Provide e-books and journals as supplemental resources for research, and expanded learning opportunities as outlined within more rigorous AP curricula.

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**Schedule #6—Program Budget Summary**

County-district number or vendor ID: 184904			Amendment # (for amendments only):		
Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32					
Grant period: October 1, 2014, to August 31, 2016			Fund code: 410		
<b>Budget Summary</b>					
Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost
Schedule #8	Professional and Contracted Services (6200)	6200	\$500	\$0	\$500
Schedule #9	Supplies and Materials (6300)	6300	\$94600	\$0	\$94600
Schedule #10	Other Operating Costs (6400)	6400	\$500	\$0	\$500
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	\$0	\$0	\$0
Total direct costs:			\$95600	\$0	\$95,600
Percentage% indirect costs (see note):			N/A	\$0	\$0
Grand total of budgeted costs (add all entries in each column):			<b>\$95,600</b>	<b>\$0</b>	<b>\$95,600</b>
<b>Administrative Cost Calculation</b>					
Enter the total grant amount requested:					95,600
Percentage limit on administrative costs established for the program (15%):					× .28
Multiply and round down to the nearest whole dollar. Enter the result.					\$2,676.00
This is the maximum amount allowable for administrative costs, including indirect costs:					

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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**Schedule #8—Professional and Contracted Services (6200)**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**NOTE:** Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

Expense Item Description		Grant Amount Budgeted		
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	\$0		
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	\$0		
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:	\$0		
<input type="checkbox"/>	Salaries/benefits		<input type="checkbox"/>	Other:
<input type="checkbox"/>	Networking (LAN)		<input type="checkbox"/>	Other:
<input type="checkbox"/>	Computer/office equipment lease		<input type="checkbox"/>	Other:
<input type="checkbox"/>	Building use		<input type="checkbox"/>	Other:
<input type="checkbox"/>	Copier/duplication services		<input type="checkbox"/>	Other:
<input type="checkbox"/>	Telephone		<input type="checkbox"/>	Other:
<input type="checkbox"/>	Administrative		<input type="checkbox"/>	Other:
a. Subtotal of professional and contracted services (6200) costs requiring specific approval:		\$0		
<b>Professional Services, Contracted Services, or Subgrants Less Than \$10,000</b>				
#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted	
1		<input type="checkbox"/>	\$0	
2		<input type="checkbox"/>	\$0	
3		<input type="checkbox"/>	\$0	
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:		\$ 0		
<b>Professional Services, Contracted Services, or Subgrants Greater Than or Equal to \$10,000</b>				
Specify topic/purpose/service:		<input type="checkbox"/> Yes, this is a subgrant		
Describe topic/purpose/service:				
1	<b>Contractor's Cost Breakdown of Service to Be Provided</b>		<b>Grant Amount Budgeted</b>	
	Contractor's payroll costs	# of positions:	\$0	
	Contractor's other operating costs		\$0	
	Contractor's capital outlay (allowable for subgrants only)		\$0	
	Total budget:		\$0	
a. Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:		\$0		
b. Subtotal of professional services, contracted services, or subgrants less than \$10,000:		\$0		
c. Subtotal of professional services, contracted services, and subgrants greater than or equal to \$10,000:		\$0		
d. Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:		\$500		
(Sum of lines a, b, c, and d) Grand total		\$500		

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Schedule #9—Supplies and Materials (6300)						
County-District Number or Vendor ID: 184904				Amendment number (for amendments only):		
Expense Item Description						
63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:					Grant Amount Budgeted
	<input type="checkbox"/>	Print shop fees	<input type="checkbox"/>	Technology-related supplies		\$0
	<input type="checkbox"/>	Postage	<input type="checkbox"/>	Other:		
	<input type="checkbox"/>	Copy paper	<input type="checkbox"/>	Other:		
6399	Technology Hardware—Not Capitalized					Grant Amount Budgeted
	#	Type	Purpose	Quantity	Unit Cost	
	1	Laptops	Communication between MHS and Weatherford College for students enrolled in Dual Credit courses	40	\$800	\$32,000 \$37,000 \$ 4,000 \$ 9,600
	2	IPAD Minis	Tablets for students enrolled in AP courses to use 24/7	75	\$500	
	3	IPAD Carts	Storage and charging station for IPADS	2	\$2000	
	4	TRS Infinity Calculators	Students in Advanced Placement Math & Science Courses	60	\$150	
	5	EBooks & Journals	E-books and journal subscriptions for use with laptops and tablets will be available for students to check in and out on a 24/7 basis.	200 +	\$20	\$4,000
	6					
6399	Technology software—Not capitalized					\$2,000
6399	Supplies and materials associated with advisory council or committee					\$0
Subtotal supplies and materials requiring specific approval:					\$ 88,600	
Remaining 6300—Supplies and materials that do not require specific approval:					\$6000	
Grand total:					\$94,600	

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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**Schedule #10—Other Operating Costs (6400)**

County-District Number or Vendor ID: 184904		Amendment number (for amendments only):	
Expense Item Description			Grant Amount Budgeted
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply:		\$0
	<input type="checkbox"/> ESC-owned vehicle usage	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Insurance	<input type="checkbox"/> Other:	
6411	Out-of-state travel for employees (includes registration fees)		\$0
	Specify purpose:		
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations.		\$0
	Specify purpose:		
6413	Stipends for non-employees (specific approval required only for nonprofit organizations)		\$0
	Specify purpose:		
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations		\$0
	Specify purpose:		
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees		\$0
	Specify purpose:		
6429	Actual losses that could have been covered by permissible insurance		\$0
6490	Indemnification compensation for loss or damage		\$0
6490	Advisory council/committee travel or other expenses		\$0
6499	Membership dues in civic or community organizations (not allowable for university applicants)		\$0
	Specify name and purpose of organization:		
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations)		\$0
	Specify purpose:		
Subtotal other operating costs requiring specific approval:			\$0
Remaining 6400—Other operating costs that do not require specific approval:			\$500
<b>Grand total:</b>			<b>\$500</b>

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See [TEA Guidelines Related to Specific Costs](#) for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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<b>Schedule #11—Capital Outlay (6600/15XX)</b>					
County-District Number or Vendor ID: 184904			Amendment number (for amendments only):		
<b>15XX is only for use by charter schools sponsored by a nonprofit organization.</b>					
#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
<b>6669/15XX—Library Books and Media (capitalized and controlled by library)</b>					
1		N/A	N/A	\$0	
<b>66XX/15XX—Technology hardware, capitalized</b>					
2			\$	\$0	
3			\$	\$0	
4			\$	\$0	
5			\$	\$0	
6			\$	\$0	
7			\$	\$0	
8			\$	\$0	
9			\$	\$0	
10			\$	\$0	
11			\$	\$0	
<b>66XX/15XX—Technology software, capitalized</b>					
12			\$	\$0	
13			\$	\$0	
14			\$	\$00	
15			\$	\$0	
16			\$	\$0	
17			\$	\$0	
18			\$	\$0	
<b>66XX/15XX—Equipment, furniture, or vehicles</b>					
19			\$	\$0	
20			\$	\$0	
21			\$	\$0	
22			\$	\$0	
23			\$	\$0	
24			\$	\$0	
25			\$	\$0	
26			\$	\$0	
27			\$	\$0	
28			\$	\$0	
<b>66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life</b>					
29				\$0	
<b>Grand total:</b>				<b>\$0</b>	

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration [Grant Management Resources](#) page.

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**Schedule #12—Demographics and Participants to Be Served with Grant Funds**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Part 1: Student Demographics.** Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

**Total enrollment:** 236

Category	Number	Percentage	Category	Percentage
African American	2	N/A	Attendance rate	96.2%
Hispanic	30	N/A	Annual dropout rate (Gr 9-12)	0%
White	204	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	N/A
Asian	0	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)	N/A
Economically disadvantaged	106	45%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	6	2%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	7	2%	Average ACT score (number value, not a percentage)	N/A

**Comments**

**Part 2: Students to Be Served with Grant Funds.** Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public											78	60	38	60	236
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
<b>TOTAL:</b>											78	60	38	60	236

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**Schedule #13—Needs Assessment**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Part 1: Process Description.** A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description, of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

A needs assessment is conducted annually for the district and each campus. Technology Needs assessment data is collected through: STAR Chart data, Technology department usage data, District Key Strategic Measures & Scorecard, Campus Site Based Teams, Campus Improvement Plans and District Improvement Plan, teacher, student and parent surveys, professional development campus surveys, as well as student academic assessment data and local assessments.

MISD site based teams and technology committee identifies and prioritizes needs based on a data driven, continuous improvement model, while keeping the District Mission and Vision statements in mind. All program strengths and weaknesses are identified through a SWOT analysis. Teams and committees then work to develop a plan that includes short term and long term goals, strategies and resources needed to address the weaknesses and sustain the areas of strength.

Principals work with the Technology Department, Superintendent and Business Manager to identify resources for needs, based on the priority chart. The technology department plans appropriate use of regularly allocated technology funds to promote student achievement, classroom teaching, teacher professional development and maintaining current policies and procedures necessary to carry out the technology plan.

The technology department evaluates the plan based on how many targets and key measures that are met throughout the school year.

The plan is revised annually based on the findings of the evaluation and needs assessment.

The Technology Lending Grant funding will be used to supplement the regular technology budget, Instructional Materials Allotment, and other local funding, by allowing the MHS campus to purchase high priority technology needs for students enrolled in the new AP and Dual credit classes for 10-12 grades. Students now have to use their personal laptops/tablets when the school day ends.

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**Schedule #13—Needs Assessment (cont.)**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Part 2: Alignment with Grant Goals and Objectives.** List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Laptops for students in Dual Credit Classes allowing 24/7 access to both the high school and junior college curriculum and resources.	Implementation of the Technology Lending Program Grant, for students enrolled in dual credit courses will allow MHS to provide equitable access and a digital learning environment 24/7 as students work to earn college credit, provide e-books and journals for research and independent study, and provide additional online opportunities for students that are not currently available.
2.	Tablets IPAD Minis for students in AP courses giving them 24/7 access to customized learning opportunities.	Implementation of the Technology Lending Program Grant, will provide a venue for students to host face-to-face instructional sessions, participate in 21 <sup>st</sup> century classroom experiences and continue learning at home 24/7 through access to e-books, textbooks, and other digital resources as assigned by teachers for individualized learning based on student need.
3.	Supplementary E-Books & Journal subscriptions for students 24/7 access to expand digital learning opportunities.	Implementation of the Technology Lending Program Grant will provide access to additional digital instructional tools for students anytime day or night as assigned by teachers, that will increase problem solving, decision making, investigative and reflective thinking skills.
4.	Inspire Calculators for advanced math and science	Implementation of the grant funded Technology Lending Program will allow MHS students additional opportunities to use multimedia and sources to view graphics while preparing for college and or the workforce.
5.	Digital Applications for IPADs and Laptops	Implementation of the grant will allow students additional access to digital applications for Math, Science, and English. Apps will be loaded onto the laptops and or tablets by the technology department as required by the individualized course of instruction for each student in the program.

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**Schedule #14—Management Plan**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Part 1: Staff Qualifications.** List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Assistant Superintendent of Curriculum and Instruction	Masters: Mid-Management, Superintendent Certification TTCC Certification Ability to communicate expectations of grant implementation with principals. Provide professional development needed for principals. Monitor and provide follow-up planning for sustaining technology plan
2.	High School Principal	Certified Principal TTCC Certification Communicate expectations of grant implementation with teachers and students. Provide professional development needed for program implementation.
3.	Technology Specialist	Certified Technology Specialist Ability to provide setup and monitor usage policy and procedures for program. Ability to provide infrastructure and support needed for campus implementation of the Technology Lending Program.
4.	Lead Teacher AP Science	Certified Teacher, TTCC Certification Ability to assist technology department with check in and out process and monitor student needs for academic support.
5.	Lead Teacher Dual Credit	Certified Teacher, TTCC Certification Ability to assist technology department with check in and out process and monitor student needs for academic support.

**Part 2: Milestones and Timeline.** Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective	Milestone	Begin Activity	End Activity
1	Provide 1:1 laptop lending program for students enrolled in dual credit courses.	1. Acquire needed number of laptops	10/02/2014	11/14/2014
		2. Setup and install apps. Etc.	11/14/2014	12/10/2014
		3. Students check laptops out from lead teachers	1/6/2015	1/12/2015
2	Provide 1:1 tablet lending program for students enrolled in AP Math, Science & English	1. Acquire needed number of tablets	10/2/2014	11/14/2014
		2. Setup and install apps etc.	11/14/2014	12/10/2014
		3. Students check tablets out from lead teachers	1/6/2015	1/12/2015
3	Provide supplemental E-Books and Journals for use in the lending program	1. Acquire E-Books and Journals as selected to supplement classroom instruction and independent study.	11/10/2014	11/17/2014
		2. Install required links, apps, etc. onto laptops and tablets	11/14/2014	12/10/2014
4	Provide Inspire Calculators 1:1 for students in lending program	1. Acquire needed number of Inspire Calculators	10/2/2014	10/31/2014
		2. Set up and check equipment	10/31/2014	
		3. Check calculators out to students from lead teachers' classes	11/01/2014	11/10/2014
5	Provide apps for tablets and laptops for students in lending program as assigned by teacher	1. Purchase app licenses selected by teachers for supplemental student resources.	11/03/2014	11/17/2014
		2. Install apps before lending equipment	11/14/2014	11/17/2014
		3.		

**Grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.**

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**Schedule #14—Management Plan (cont.)**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Part 3: Feedback and Continuous Improvement.** Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

MISD technology plan is a document that is reviewed and revised on an ongoing basis. Changes are made based on identified needs of the district and campuses. Our plan maintains a flexible nature to allow changes to incorporate emerging technologies that provide tools to improve teaching, learning, data mining and research. Attainment of goals is monitored by the district scorecard, community accountability report, and evaluation of the technology program. SMART goals & objectives include key strategic measures that are used to monitor and evaluate level of goal attainment. Changes are communicated to administration, teachers, students, parents and community through the district website, email, District Leadership Team meetings, District Educational Improvement Committee meetings, at the campus level through professional learning communities and professional development. An annual report to the community includes a Digital Learning component that conveys how the district and campuses measure performance in the area of technology.

**Part 4: Sustainability and Commitment.** Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district is committed to providing a digital learning environment for our students so they will be ready for college and careers in the 21<sup>st</sup> century. Millsap ISD's current plan has been to place IPAD carts on campuses for classroom use and MISD will continue to ensure all current programs and projects are carried out as planned. However, coordinating efforts between the regular technology funding and grant funds will provide funding to purchase additional tablets to build a lending program that allows every Millsap High School Student a tablet or laptop for use 24/7. Grant funding will be used to supply equipment for students enrolled in dual credit and AP courses, and MISD will provide equipment for additional students not enrolled in DC or AP courses on a class by class basis. All digital resources, applications, eBooks etc. will be made available to all high school students.

Millsap ISD leaders, campus principals and staff are committed to the Technology Lending Program and will ensure project success. One of our major initiatives is to build a digital learning environment for our students in order to prepare them for the 21<sup>st</sup> Century Work force. MISD superintendent participated in the TASA Future Ready Superintendent Leadership Institute. He is committed to the implementation of the TASA Visioning Document and sustaining a technology lending program. The Technology Lending Program Grant will move the high school forward in the creation of a strong digital learning environment.

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**Schedule #15—Project Evaluation**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Part 1: Evaluation Design.** List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process	Associated Indicator of Accomplishment	
1.	Survey teachers, & students Meeting timelines for implementation	1.	100% of students enrolled in Dual Credit courses checked out a laptop.
		2.	100% of students enrolled in AP courses checked out a tablet.
		3.	100% of in grades 11-12 checked out an Inspire Calculator.
2.	Enable students to access digital learning resources 24/7	1.	Increased bandwidth for better access to internet and e-resources from 10 to 30
		2.	80% of students in Lending Program will have internet access 24/7
		3.	
3.	Providing staff development/training for students and staff.	1.	100% of teachers will attend district technology staff development
		2.	100% of teachers& administrators will receive TTCC certificate by the end of entry year at MISD.
4.	Integrating technology into curriculum and instruction	1.	# of e-books and resources used during class and afterschool.
		2.	100% of Dual Credit and AP teachers will use digital learning tools in the classroom.
		3.	Students will use digital resources and lending equipment as a learning tool.
5.	Effectiveness of Technology Lending Program	1.	Student success on End of Course Assessment.
		2.	100% of students in Dual Credit and AP courses reported using the lending program to improve academic performance.
		3.	School attendance improved by at least 1%

**Part 2: Data Collection and Problem Correction.** Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Data will be collected through:

Student, parent and teacher surveys at the end of each semester.  
 Millsap STaR Chart results for each campus will be used to assess progress toward meeting the long range plan for technology.  
 Record of attendance for staff development and training activities.  
 Classroom walk-through documentation.  
 Yearly inventory of equipment.  
 Reports generated by electronic resource software on usage by dual credit and AP students and teachers  
 Number of students enrolled in dual credit and AP courses.  
 Number of students passing dual credit courses, and AP exams.  
 Number of students passing and showing improvement in academics based on classroom grades and STAAR End of Course Exams.  
 Attendance record for each semester for dual credit and AP courses.  
 Record of TTCC certificates on file in Human Resources Office.  
 Technology Report on usage and bandwidth available.  
 Problems occurring during delivery will be identified by campus technology specialist, principal and lead teachers.  
 Problems will be addressed on an ongoing basis to ensure a smooth delivery and implementation of the Technology Lending Program.  
 A log will be used to monitor timeliness and response to problems addressed each semester and will be used for program evaluation.

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**Schedule #16—Responses to Statutory Requirements**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Statutory Requirement 1:** Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Technology Lending Program grant funds will be used to implement a 1:1 lending program and additional resources for our students enrolled in dual credit and advanced placement courses at Millsap High School. Students will have 24/7 access to electronic instructional materials provided through all funding sources. Additional e-books and journal resources will be made available for students in digital format. Students will have access to the internet and resources 24/7. All other equipment, including calculators will be checked out to each student 1:1 as outlined in the plan for use at home and school. All funds will be used to meet the objectives of the district technology plan and requirement for Texas Essential Knowledge and Skills.

Millsap High School administration will survey students to assess the need for at home access for students. A plan for providing and monitoring a 24/7 access to the internet for students will be written and implemented on an as needed basis for students.

**Schedule #16—Responses to Statutory Requirements**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**Statutory Requirement 2:** If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The equipment purchased prior to the lending program and equipment purchased with the Technology Lending Program Grant funding will all be used to fulfill the objectives of the Millsap Technology Plan and to ensure that students have dedicated access to a computer. MISD Objective 1.3 – 100% of students will have access to technology resources and equipment for use to improve academic achievement. Millsap High School is the highest priority in meeting this objective. The grant funding in addition to current district resources will allow us to move forward to ensuring that 100% of students have access to a laptop or tablet; 1:1 for students to check out and have access 24/7.

Millsap ISD has 60 I-Pads for student use. The additional grant funded laptops and tablets will allow the students to computer ratio to move closer to meet our technology objectives. Millsap ISD's plan is to move forward to meeting the 1:1 lending program for 100% of all high school students. Our plan is to maintain that ratio by creating a maintenance and replacement schedule.

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**Schedule #17—Responses to TEA Program Requirements**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**TEA Program Requirement 1:** Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

**MISD Mission:**

Millsap ISD is to INSPIRE, DEVELOP and EDUCATE every student in a safe environment to be productive citizens prepared for lifelong success.

**MISD Vision:**

Millsap ISD will partner with parents to be the PREMIER educational organization.

The district and campus mission, vision and plans exemplify and acknowledge that all our students have access to and knowledge of technology, in order to be successful in school, college and careers. MISD is committed to moving forward with many aspects of technology, digital learning, and use of digital curriculum for high school math, science, English and social studies. Teachers are trained to use technology as a teaching tool while students have access to the internet and digital curriculum 24/7.

Millsap District Improvement Plan, Teaching/Learning Goal 1, Strategy 1.4: Provide digital resources and college prep digital curriculum to ensure a more rigorous program through AP and Dual Credit courses.

Technology Plan: Goal 1, Strategy 1.3: 100% of high school students will have access to technology and digital resources to improve academic achievement for all students.

Millsap High School Improvement Plan, Goal 2, Strategy 2.11: Provide 1:1 laptops/tablets and digital curriculum/resources for students enrolled in AP and Dual Credit courses.

The Technology Lending Program aligns with existing mission and goals of the district and will help MISD move forward in implementation and meeting our goals as outlined above.

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**Schedule #17—Responses to TEA Program Requirements**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**TEA Program Requirement 2:** Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Millsap ISD being a small rural district only has one high school campus.

The campus selection for participation in the technology lending program was done based on highest need in regards to students' achievement and demographics. Millsap High School is currently at 45% economically disadvantaged, which is a significant increase in the last few years; students are older and understand the responsibility of use or misuse and consequences of such action. Selection also was based on academic need, with implementation of a new AP program and upgrading the dual credit offerings, it is even more imperative that MHS students have access to 1:1 laptops/tablets and internet.

Each student enrolled in an AP/Dual Credit course will have the opportunity to check out a laptop or tablet from the lead teachers. Students & parents will be required to follow policy and procedures as outlined in the lending program guidelines. Residential access to the internet will be on an individual as needed basis. The method and delivery will be determined and regulated by the campus administrator and district technology department.

**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**TEA Program Requirement 3:** Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus (es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Technology Lending Program aligns with current curriculum, instruction and classroom management policies and practices on the Millsap High School Campus. Currently students have access to tablets during the school on a classroom basis. If students have a tablet or laptop, they are allowed to use them for instructional/ learning activities at school as long as they are adhering to all MISD Acceptable Use Policies and Procedures.

The lending program grant will allow us to move forward with a plan that is in place with all policy regulations and expectations in writing for students and parents. MISD is progressive in seeking the best teaching/learning strategies for our students and teachers. Teachers are required to complete Texas Technology Competency Certification and staff development keeps us abreast of new and innovative practices in the field of technology.

Digital Curriculum STEM Science & Math have been purchased for use 9-12. Electronic textbooks are in place for students who have equipment. Implementation of the lending program will allow at least 53% of MHS student's individual access to the internet and all digital learning resources. The long range plan is to get that to 100% of students.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**TEA Program Requirement 4:** Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Electronic instructional materials are used for math and science, English curriculum in advanced placement courses for grades 10-12. More subject areas and grade levels will be added at the beginning of the 2014-2015 school year with the addition of a new electronic text and digital science curriculum at all levels. Students use existing I-Pads to access apps, videos and electronic textbooks in class and have access if they own a personal device at home. The addition of the lending program will allow student access to all resources at all times. Students are assigned tasks by the teachers that will require use of existing e- resources for class activities and projects. Activities assigned beyond the classroom must allow time for students to access the computer labs and require more time on task. Several sources are currently available for teacher and student use, including Discovery Digital Learning Resources, Project Share and ERIC for research.

**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**TEA Program Requirement 5:** Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Millsap High School has provided some professional development for teachers in the use of electronic instructional materials and teachers have attended professional development sessions at ESC Region II. Additional Professional Development will be provided by the district and campus with funds other than the Technology Lending Grant and will address the new E-curriculum, E-books, and the technology lending program. This will ensure maximum use of all materials, equipment as well as more rigorous delivery and application of the AP and Dual Credit curriculum.

All new professional development opportunities will take place between October 1, 2014 and December 31, 2014, prior to the initial startup of the Technology Lending Program.

Example of training opportunities for students, teachers and administrators:

- District training in proper use of district technology and ethical use, and digital citizenship.(students)
- 123VC - Jazzing Up Your Curriculum With Videoconferencing
- Building Digital Media Literacy for All Learners
- Maker Camp
- Secondary ELA Resources in a 21st Century Learning Environment (Webinar) – Online
- Technology and Media Integration
- Moodle Institutes
- District Online Technology Training provided through PD360
- Training provided by the vendors and specialist.
- Individual teacher training as identified in campus planning and teacher evaluations.

Students have received instruction and completed activities that align with Technology Applications Texas Essential Knowledge and Skills required at each grade level.

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**TEA Program Requirement 6:** Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus (es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Millsap ISD infrastructure is adequate to support students' anticipated use of devices provided through the grant at Millsap High School. Currently 100% of campuses have direct connection to the internet in all classrooms. A teacher to computer ratio of 1:1 exists for student support and instructional use. The infrastructure is designed to provide data, voice, and video throughout the campus. A T-1 line for high speed access to Region XI ESC provides on demand access for distance learning and other services. The current MISD technology plan will expand all facilities (including Millsap High School) in Millsap ISD wireless connectivity from 10 Mg Per Sec. to 30+Mg Per Sec. for 2014-2015 school year to allow faster access to electronic resources for students 24/7. MISD technology director and technician specialist are available for support of technological issues, maintenance, repair and upkeep of lending devices.

An online repair request/ work orders are available for all teachers and students through the district website as well as in paper form available on campuses.

#### Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**TEA Program Requirement 7:** Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Millsap ISD's plan to provide internet access to students at home was developed based on student academic need as identified by the classroom teachers, principal and technology department. All requirements, policy and procedures must be agreed upon by the student and parents before student participation in the lending program.

Services if needed would be provided by DATA Jack USB Hotspots what work on prepaid access. Thus access would be limited and usage would be restricted by the district to the same requirements as the on campus access. Students would follow the Acceptable Use Agreement policy and procedures. Internet access will be terminated upon issues with misuse or improper use of the internet access.

Students would be required to check out a data jack hotspot device for a specified time frame and required to return the device on the due date. If the device is not returned, students/parents are responsible to pay for the device.

The amount of access will be determined by the amount prepaid for the services. This will prohibit overage costs, if the student needs additional access he/she can acquire additional data coverage but will be required to pay for the additional service. The student/parent will be solely responsible to communicate issues and problems with the internet problems directly the internet provider and not the school district.

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**TEA Program Requirement 8:** Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

A systematic process is in place to try to eliminate as many problems as possible. If the problem is operator error the teacher or tech will work with the student to correct the issue. When problems arise that need to be addressed by the technology department. Technical support is provided through MISD technology department by a technology specialist who is available to assist students with their devices. Students having issues with their laptops/tablets/calculators will first go through a troubleshooting process to try to eliminate/correct the problem. If that does not work they take their device to the lead teacher. The teacher will check the device and if needed, put in an electronic work order for repair. If the problem is operator error the teacher or tech will work with the student to correct the issue.

#### Schedule #17—Responses to TEA Program Requirements (cont.)

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**TEA Program Requirement 9:** Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The Technology Lending Program will be administered on the Millsap High School campus. The following procedures are in place to ensure equitable access and proper maintenance of lending equipment.

- Lending equipment will be checked out to the lead teacher for dual credit and AP courses.
- All students and parents will sign a technology lending agreement.
- Teachers will track equipment by assigning each student a specific piece of equipment identified by the technology department's tracking number.
- Students will check out Technology Lending Program equipment in the dual credit/AP classroom in which they are enrolled.
- Check in of the equipment will take place at the end of the course, at the end of the semester or end of the year.
- The teacher is responsible for collecting and returning all equipment to the technology department for upgrade/repair and safe storage at the end of the year.
- Technology department performs all upgrades and returns equipment to teachers at the beginning of the next school year.
- Students not returning equipment will be charged for the cost of replacement.

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**Schedule #17—Responses to TEA Program Requirements (cont.)**

County-district number or vendor ID: 184904

Amendment # (for amendments only):

**TEA Program Requirement 10:** Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The process for implementing a Technology Lending Program for Millsap High School:

1. Technology Department orders all equipment, receives equipment, checks equipment in and places Millsap ISD identification codes on each piece of equipment for use for check in and out.
2. Technology Department works with principals and teachers to purchase E-Books, and Journal subscriptions.
3. Technology Department loads all necessary apps and software onto laptops and tablets so they are ready for use by students.
4. All technology equipment is checked out to the lead teachers in each core subject area that has AP or dual credit courses.
5. All students and parents receive and are required to sign an Acceptable Use of Electronic Communications Form, signifying agreement to follow all aspects of the District's Acceptable Use Policy and Procedures.
6. Insurance for the devices will be acquired through the district.

**TEA Program Requirement 11:** Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

A Technology Lending Agreement has been developed and is ready for implementation. The document was developed with assistance from the district law firm, superintendent and technology department. The agreement addresses:

- the terms of taking possession of the equipment
- responsibilities of student/parent in the event of loss or damage
- terms of agreement
- appropriation
- revocation of agreement and repossession of equipment
- acceptable use policy and procedures
- verification of digital citizenship quiz score on Technology Applications TEKS for grade level 10-12
- Student and parent signatures and other pertinent information.

All students and parents participating in the lending program will be required to sign the electronic communications system use agreement before they are allowed to check out equipment from the program.

This agreement addresses:

- Rules for appropriate use; examples of inappropriate uses
- Consequences for inappropriate uses
- Online conduct
- Copyright consent requirements
- Access
- Individual User Responsibilities
- District Disclaimer

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